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SUBMITTING MANUSCRIPTS

Manuscripts of articles are to be sent to the editor, Charles R. Martell, c/o The Library, 2000 Jed Smith Dr., California State University, Sacramento, CA 95819.

Instructions for Authors

In preparing articles to be submitted for publication in *College & Research Libraries*, please follow these procedures:

1. Submit original, unpublished articles only. Authors are responsible for the accuracy of the statements in their articles. If the paper has been presented at a conference, identify the conference by name and date in a cover letter.

2. Manuscripts are to be typewritten, doublespaced, and submitted in three copies. The title, name, and affiliation of the author and an abstract of seventy-five to one hundred words should precede the text. Do not repeat this information elsewhere in the text. Manuscripts usually range in length from one thousand to five thousand words, although longer manuscripts are occasionally received.

3. Bibliographical references are to be consecutively numbered throughout the manuscript, and typewritten, double-spaced, on a separate sheet or sheets at the end of the article.

4. Consult Webster's *Ninth New Collegiate Dictionary* (supported by Webster's *Third International*) for spelling and usage; prefer the first spelling if there is a choice. Verify the spelling and accuracy of names in an appropriate reference.

5. The C&RL journal follows *The Chicago Manual of Style*, 13th ed., rev. (Chicago: Univ. of Chicago Pr., 1982) as authority for capitalization, punctuation, quotations, tables, captions, and all matters of bibliographical style. Authors may

consult recent issues of the journal for examples of the style.

6. In general follow the practices recommended by *The Chicago Manual of Style* with these exceptions: Cite journal articles according to: author's first name or initials, author's surname, title of article, title of journal volume: page references (issue date). For example:

1. John Gardner and Gladys Rowe, "Thinking Small in a Big Way," *College & Research Libraries* 40:533-38 (Nov. 1979).

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15. Gardner and Rowe, "Thinking Small," p.534.

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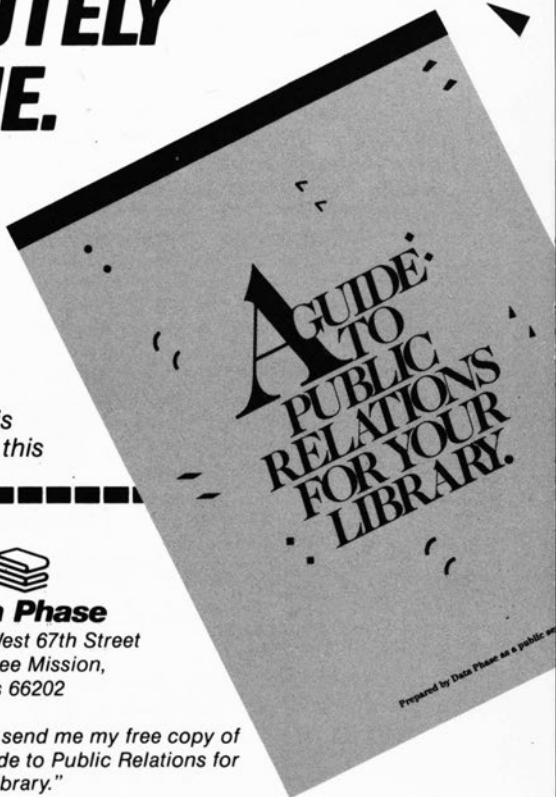
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